

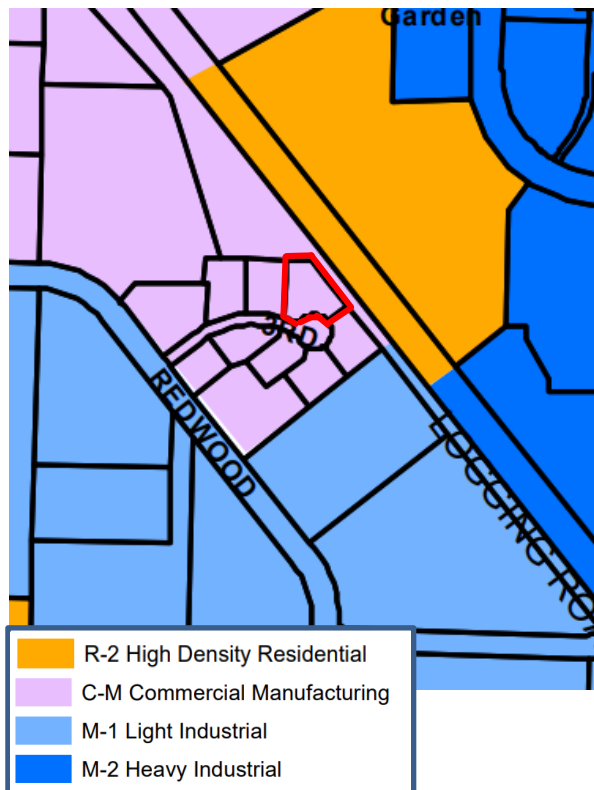
City of Canby

Staff Report Colima Construction Office Building DF 21-08

HEARING DATE: October 25, 2021
STAFF REPORT DATE: October 15, 2021
TO: Planning Commission
STAFF: Brianna Addotta, Associate Planner

Project Proposal

The applicant has submitted for site and design review for a new office building with associated parking and landscaping on a 0.37 acre parcel within the Redwood Professional Village. The building is proposed to be 2,750 square feet designated for office use. The intended occupant is the applicant business, a general contractor. Site features proposed include 15 parking spaces, 46% site landscape coverage, and pedestrian connection to the Molalla Forest Road Trail.



Property/Owner Information

Location: 1568 SE 3rd Ct.
Tax Lot: 31E34C 03800
Property Size: 0.37 acres
Comprehensive Plan: Commercial Manufacturing/Light Industrial
Zoning District: Commercial/Manufacturing
Owner: Colima Property Holdings LLC
Applicant: Colima Construction LLC
Applicant Consultant: AKS Engineering and Forestry, LLC
Application Type: Site and Design Review Type III
City File Number: DR 21-08

Existing Conditions

The subject site is lot 6 of the Redwood Professional Village 2 subdivision, approved by the City of Canby and recorded with Clackamas County in 2007. The property is 0.37 acres, is zoned Commercial Manufacturing (C-M) and takes access off the cul-de-sac of SE 3rd Court. Sewer, water, and utilities are located within SE 3rd Court. The northeastern property line abuts the Molalla Forest Road Trail and contains a portion of an existing pedestrian access to the trail. Abutting properties are all zoned Commercial Manufacturing (C-M) and other professional office buildings have been constructed within the Redwood Professional Village 2 subdivision.

Staff Recommendation

Based on the application submitted and the facts, findings, and conclusions of this report, staff recommends **Approval** of DR 21-08 pursuant to the conditions of approval identified in Section IV of this Staff Report.

Attachments

- A. Land Use Application – Site and Design Review, Type III
- B. Applicant Narrative
- C. Combined Plan Set
- D. Pre-Application Conference Summary
- E. Neighborhood Meeting Minutes
- F. Public and Agency Comments
- G. Preliminary Stormwater Report
- H. Redwood Professional Village II Plat

I. Staff Findings

Applicable Code Sections

Applicable criteria used in evaluating this application are listed in the following sections of the City of Canby's *Land Development and Planning Ordinance*:

- 16.08: General Provisions
- 16.10: Off-street Parking and Loading
- 16.30: C-M Commercial Manufacturing Zone
- 16.49: Site and Design Review
- 16.89: Application Review and Procedures

The following analysis evaluates the proposed project's conformance with applicable approval criteria and other municipal code sections, as listed above in the order that they appear in the Canby Municipal Code.

16.08: General Provisions

16.08.090 Sidewalks Required

A. In all commercially zoned areas, the construction of sidewalks and curbs (with appropriate ramps for the handicapped on each corner lot) shall be required as a condition of the issuance of a building permit for new construction.

Finding: The applicant has provided preliminary plans showing there is an existing sidewalk along a portion of the frontage, which will be extended to the site's western boundary as part of this project. Therefore, staff find this criteria is met.

16.08.110 Fences

A. Fences not more than three and one-half feet in height may be constructed within the street setbacks of any R-1, R-1.5, R-2 or C-1 zone. Fences not more than six feet in height may be constructed in any interior yard, rear yard, or street yard along an alley; provided, however, that in no case shall a fence be constructed in violation of the requirements of a vision clearance area.

Finding: The applicant has provided preliminary plans which include details of fencing used for screening of the trash and recycling facilities, and the air conditioning unit for the building. These fences will be made of wood and are proposed to be 6' tall and 4' tall, respectively. No other fencing is proposed. Therefore, staff find this criteria is met.

16.08.150 Traffic Impact Study (TIS)

B. Initial scoping. During the pre-application conference, the city will review existing transportation data to determine whether a proposed development will have impacts on the transportation system. It is the responsibility of the applicant to provide enough

detailed information for the city to make a determination. If the city cannot properly evaluate a proposed development's impacts without a more detailed study, a transportation impact study (TIS) will be required to evaluate the adequacy of the transportation system to serve the proposed development and determine proportionate mitigation of impacts. If a TIS is required, the city will provide the applicant with a "scoping checklist" to be used when preparing the TIS.

C. Determination. Based on information provided by the applicant about the proposed development, the city will determine when a TIS is required.

Finding: At the Pre-Application Conference for this project consulting City Engineer Hassan Ibrahim, P.E., requested the applicant provide a trip generation count calculated using the Institute of Transportation Engineers (ITE) manual in order to determine whether a Traffic Impact Statement (TIS) is necessary. Based on ITE Category 710 Data for General Office Buildings an office building of this size is anticipated to create 27 average daily trips. Mr. Ibrahim determined a TIS should only be required if daily trips equal or exceed 100 trips due to the existing infrastructure and currently vacant status of the parcel. Therefore, staff find this response sufficient and a transportation impact study is not required.

16.08.160: Safety and Functionality Standards

The City will not issue any development permits unless the proposed development complies with the City's basic transportation safety and functionality standards, the purpose of which is to ensure that development does not occur in areas where the surrounding public facilities are inadequate. At the time of development permit application submittal, the applicant shall demonstrate that the property has or will have the following:

- A. Adequate street drainage;
- B. Provides safe access and clear vision at intersections;
- C. Public utilities are available and adequate to serve the project;
- D. Access onto a public street with the minimum paved widths as stated in Subsection E below.
- E. Adequate frontage improvements as follows:
 - b. For collector and arterial streets, a minimum paved width of 20 feet along the site's frontage.
- F. Compliance with mobility standards identified in the TSP. If a mobility deficiency already exists, the development shall not create further deficiencies. (Ord 1340, 2011)

Finding: The subject site has frontage on SE 3rd Court, a private cul de sac with a local street functional classification. The site frontage has already been improved with rolled curb and sidewalk. The street has an existing 12-inch private stormwater line and

infiltration chambers. Alterations to the street and/or existing stormwater facilities are not planned with this project. As shown on the Preliminary Plans and discussed in the Preliminary Stormwater Report submitted by the applicant, this project includes an onsite stormwater infiltration raingarden that is not planned to flow into the street.

Staff has received comments and pictures from two of the owners of businesses in the cul-de-sac who are also part owners of the private road, which is commonly owned and maintained by the members of the Redwood Professional Village II HOA. Their concerns include private and City of Canby vehicles parking in SE 3rd Court in order to access the Molalla Logging Road Trail. In response, staff reached out to Transit Coordinator Heidi Muller and Director of Public Works Jerry Nelzen in order to better understand the situation.

The majority of the parcels within the Redwood Professional Village are currently undeveloped green space. There is a trail access between lots 6 and 5 with an access easement established in 2003. This easement extends over the entirety of the private street and pedestrian facilities of SE 3rd Ct., labelled as Tract A on the Redwood Professional Village II Plat (Attachment G). Staff believe these conditions have created a place where people feel parking on the street is acceptable even if they are not patrons of the businesses in the area.

In discussion with Ms. Muller regarding City vehicles parking in the cul-de-sac, staff learned that:

“In the past our drivers used to use that road to do breaks and paperwork. Although, that has stopped as all drivers on the Dial-A-Ride service have to take breaks and down time either at the Office or Transit Center. The only time we utilize SE 3rd Ct is when we transport clients to the Medical and Dental practices on that street. As far as I know in over the last year and a half I have received no reports or complaints of issues at SE 3rd Ct.”

Ms. Muller has offered to personally discuss specific complaints regarding City vehicles with concerned parties. Her contact information has been provided directly to the concerned public commenter and is available on the City of Canby public website or by request.

In regards to private vehicles parking on the street to access the trail, staff reiterate that the entirety of Tract A is covered by a pedestrian access easement which was required as part of the subdivision of the parent parcel. Staff believe once the vacant parcels are developed with driveway accesses and businesses, there will be less physical room for street parking as well as a sense of activity within the cul-de-sac that may discourage people from parking and leaving their car for extended periods of time. Because SE 3rd Court is a private street, the City does not monitor or regulate street parking within the cul-de-sac; it is the responsibility of the owners to do so.

In response to the request that SE 3rd Court be taken over by the City and made a public street, staff learned from Public Works Director Jerry Nelzen that SE 3rd Court is a private street because it was built substandard to the dimensional requirements of a publicly owned and maintained cul-de-sac. The street was knowingly built to less than public standards in 2007 following subdivision of the property into Redwood Professional Village II, a process initiated by the person who requested it now become a public street. Further discussion between the HOA and public works staff can be coordinated.

Staff has reviewed the City development standards and the Colima Construction Office Building meets city standards including adequate road access, adequate parking for the proposed development available on-site, as well as landscaping and site improvements which meet design standards.

Therefore, staff find to the extent applicable, this standard is met.

16.10: Off-Street Parking and Loading

16.10.050 Parking Standards Designated

The minimum parking standard for General Office use in Canby is 2 spaces per 1,000 gross square feet of floor area.

Finding: The applicant has provided a preliminary site plan showing a 2,750 square foot building with 15 designated on-site parking spaces. The number of required parking spaces for this building and use would be 6 spaces. Therefore, staff find this criteria is met.

16.10.070 Parking Lots and Access

This section provides dimensional standards for parking spaces, drive aisles, access and traffic flow, and pedestrian safety.

Finding: The applicant has provided a dimensioned preliminary site plan and accompanying narrative statement declaring the standards of this section have been met. Staff has reviewed these materials for accuracy and agree that the standards of this section have been met.

16.10.100 Bicycle Parking

This section provides standards for the dimensions, location and number of bicycle parking spaces required based on the size and type of use proposed on a property. Offices are required to provide 2 bicycle spaces, or 1 space per 1,000 square feet of gross floor area, minimum dimensional standards 6'x2'x7' for each space and located within 50' of the primary entrance to the building.

Finding: The applicant's preliminary site plan shows 3 bicycle parking spaces that meet dimensional standards within 50' of the building primary entrance. Therefore, staff find this criteria is met.

16.30: C-M Heavy Commercial Manufacturing Zone

16.30.010 Uses Permitted Outright

The C-M zone allows 'Office, business or professional' uses outright.

Finding: The applicant is proposing an office use for a general contracting business. Therefore, staff find this criteria is met.

16.30.030 Development Standards

Standard		Proposed	Meets Code?
Minimum lot area, width, frontage	None	N/A	Yes
Street side setback	10'	>10'	Yes
Other setbacks	None, unless abutting residential zone then 10'	No abutting residential zone	Yes
Maximum building height	45'	26'	Yes
Impervious surface maximum	60%	53.4%	Yes
Design Review Matrix	Total 42.6 points LID 7.1 points	43 points 13 points	Yes

16.43 Outdoor Lighting Standards

The purpose of this section is to provide regulations for outdoor lighting that will:

- A. Regulate uses of outdoor lighting for nighttime safety, utility, security, productivity, enjoyment and commerce.
- B. Minimize glare, particularly in and around public rights-of-way.
- C. Minimize light trespass, so that each owner of property does not cause unreasonable light spillover to other property.
- D. Preserve the night sky for astronomy and enjoyment.
- E. Conserve energy and resources to the greatest extent possible.

This section provides standards for exterior and site lighting for new developments. The LZ 2 zone permits medium ambient illumination and applies to high-density urban neighborhoods, shopping and commercial districts, industrial parks and districts. Regulations in this section include height standards, brightness limits, and shielding requirements.

Finding: The applicant has provided a lighting plan and fixture details showing one pole mounted luminaire in the parking area and a total of three shielded wall fixtures; two at the front entrance to the building and one at the rear entrance. The plan shows conformance with the qualitative and quantitative standards found in this section of the CMC. Therefore staff find these

criteria have been met.

16.49: Site and Design Review

16.49.040 Criteria and Standards

In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:

1. The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development are involved; and
2. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
3. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.
4. The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. LID best management practices include, but are not limited to, minimizing impervious surfaces, designing on-site LID stormwater management facilities, and retaining native vegetation.
5. The Board shall, in making its determination of compliance with this Ordinance, shall use the matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible with the standards of Table 16.49.040 if the following conditions are met:
 - a. The development accumulates a minimum of 60 percent of the total possible number of points from the list of design criteria in Table 16.49.040; and
 - b. At least 10 percent of the points used to comply with (a) above must be from the list of LID Elements in Table 16.49.040.
6. Street lights installation may be required on any public street or roadway as part of the Design Review Application.

Site Design Review Matrix.

The proposed project earns 60% of the total point available in the design review matrix, 18% of which are from LID elements. The completed matrix is provided in the Applicant's materials under Applications.

Bicycle and Pedestrian Facilities.

There are three bicycle parking spaces available on the site, which meet the minimum required for the size and use of the building

Landscaping.

The C-M zone requires a minimum of 15% landscaping on a developed lot. The applicant has provided a landscape plan showing 46% landscape coverage, 78% of which will be accomplished with drought tolerant plantings.

Finding: The proposed building is compatible with the surrounding context of the project site. Existing utilities are sufficient to serve the new building. The applicant has provided a completed matrix and supporting plans showing compliance with the 60% total point threshold as well as the 10% LID elements requirement. Landscaping has been proposed in excess of what is required. For the above reasons, Planning Staff finds this request is consistent with applicable provisions of the Canby Municipal Code.

II. Public and Agency Comments

Notice of this application and the opportunity to provide comment was forwarded to property owners and residents within a 500-foot radius and to applicable public agencies. Comments have been received from the following agencies at the time this Staff Report is issued (10/15/21) and are included as at attachment to this report.

**Directlink
Canby Public Works
Canby Utility
Canby Fire**

III. Conclusion

Staff has reviewed the applicant's narrative and submitted application materials and finds that this Site and Design Review application conforms to the applicable review criteria and standards, subject to the conditions of approval noted in Section IV of this report.

Staff recommend Planning Commission approve this project, DR 21-08 Colima Construction Office Building, subject to the conditions of approval noted in Section IV of this report.

IV. Conditions of Approval

Public and Utility Improvements:

1. Sanitary sewer service shall be extended to serve the facility to the satisfaction of the City Engineer and the Public Works Department. (Public Works/City Engineer)
2. Water and electric service shall be extended to serve the facility to the satisfaction of the City Engineer and Canby Utility. Water services shall be constructed in conformance with Canby Utility requirements. (Public Works/City Engineer)
3. Water services and fire protection shall be constructed in conformance with Canby Utility and Canby Fire requirements. The applicant shall coordinate directly with

these agencies. (Canby Fire)

4. Driveways widths shall be a maximum of 40-feet wide as per City of Canby Municipal Code unless specifically allowed by the City Engineer. (City Engineer)

Building Permits:

5. The project applicant shall apply for Clackamas County Building permits and a City of Canby Erosion Control Permit from the Canby Public Works Department. Clackamas County Building Codes Division will provide structural, electrical, plumbing, and mechanical plan review and inspection services for construction of the project (B. Addotta)

Prior to Occupancy:

6. Pursuant to Subsection 16.49.060 of the Canby Municipal Code, Site and Design Review Board approvals shall be void after twelve (12) months unless: A building permit has been issued and substantial construction pursuant thereto has taken place, as defined by the state Uniform Building Code; or the Planning Department finds that there have been no changes in any Ordinances, standards, regulations or other conditions affecting the previously approved project so as to warrant its resubmittal. (Ord. 848, Part III, Section 4, 1091). (Planning)
7. An erosion control and a grading permit will be required from the City of Canby prior to any on-site disturbance. (Planning)
8. The project applicant shall apply for a City of Canby Site Plan Permit, Clackamas County Building permits (including grading permits), and a City of Canby Erosion Control Permit prior to project construction. (Planning/Public Works)
9. Clackamas County Building Services will provide structural, electrical, plumbing, and mechanical plan review and inspection services. (Clackamas County Building Services)
10. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon. (City Engineer)
11. The applicant shall submit signage applications to the City for any future signs. Proposed signs shall conform to provisions of Chapter 16.42 of the CMC and shall secure a building permit from Clackamas County Building Services prior to their installation if applicable. (Planning)
12. A narrative with accompanying materials shall be provided during the final certificate of occupancy process that demonstrates how the project is consistent with the conditions of approval stated in this Staff Report. (Planning)
13. Prior to occupancy, all parking striping, wheel stops, ADA space requirements and signage shall be installed. (Planning)